



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## POLICY STATEMENT

### MANAGEMENT OF STUDENT INFORMATION

#### Rationale

The Education Act, the Ontario Student Record Guideline and the Municipal Freedom of Information and Protection of Privacy Act all apply to the confidentiality, storage, retention and access to information. A fundamental principle is to ensure that personal information is to be protected to ensure privacy.

#### Guiding Principles

- The Algonquin and Lakeshore Catholic District School Board acknowledges the need to establish and maintain accurate school records conducive to the improvement of instruction for each student.
- The Algonquin and Lakeshore Catholic District School Board will comply with the Ministry of Education regulations in establishing, maintaining and protecting the privacy of student records.
- The Algonquin and Lakeshore Catholic District School Board will comply with the Freedom of Information and Protection of Privacy legislation in establishing and maintaining student records.

#### References

*The Ontario Student Record (OSR) Guideline, 2000*  
*The Education Act and Regulations*  
*The Municipal Freedom of Information and Protection of Privacy Act*

#### Administrative Procedures

Access to Pupil Information  
Ontario Student Record

Approved: April 22, 2008